

U.S. DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
WASHINGTON, D.C. 20202

FISCAL YEAR 2003

**APPLICATION FOR NEW DIRECT GRANTS UNDER THE
ALASKA NATIVE EDUCATION PROGRAM
CFDA 84.356A**

FORM APPROVED
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CLOSING DATE: AUGUST 6, 2003

ESTIMATED PUBLIC REPORTING BURDEN STATEMENT

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If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651.

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Dear Applicant:

Thank you for your interest in the Alaska Native Education Program authorized under Title VII, Part C of the No Child Left Behind Act of 2001 (P.L. 107-110).

Included in this application package are the instructions and forms needed to submit an application to the U.S. Department of Education. Please take the time to review the authorizing statute, the applicable priorities, and all of the application instructions thoroughly.

The Alaska Native Education program supports the following activities that should be based on *scientifically based research* as defined in section 7304 of the No Child Left Behind Act:

- The development and implementation of plans, methods, and strategies to improve the education of Alaska Natives;
- The development of curricula and educational programs that address the educational needs of Alaska Native students;
- Professional development activities for educators;
- The development and operation of home instruction programs for Alaska Native preschool children, to ensure the active involvement of parents in their children's education from the earliest ages;
- Family literacy services;
- The development and operation of student enrichment programs in science and mathematics;
- Research and data collection activities to determine the educational status and needs of Alaska Native children and adults;
- Other research and evaluation activities related to programs carried out under this part;
- Remedial and enrichment programs to assist Alaska Native students in performing at a high level on standardized tests;
- Education and training of Alaska Native students enrolled in a degree program that will lead to certification or licensing as teachers;
- Parenting education for parents and caregivers of Alaska Native children to improve parenting and caregiving skills (including skills relating to discipline and cognitive development), including parenting education provided through in-home visitation of new mothers;
- Activities carried out through Even Start programs and Head Start programs Act, including the training of teachers;
- Other early learning and preschool programs;

- Dropout prevention programs such as the Cook Inlet Tribal Council's Partners for Success program;
- Career preparation activities to enable Alaska Native children and adults to prepare for meaningful employment, including programs providing tech-prep, mentoring, training, and apprenticeship activities;
- Provision of operational support and purchasing of equipment, to develop regional vocational schools in rural areas of Alaska, including boarding schools, for Alaska Native students in grades 9 through 12, or at higher levels of education, to provide the students with necessary resources to prepare for skilled employment opportunities; and
- Other activities, consistent with the purpose of this program, to meet the educational needs of Alaska Native children and adults.

In preparing your application, you must comply with the requirements in Section 427 of GEPA. This provision requires each applicant for funds to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally assisted program for students, teachers, and other program beneficiaries with special needs. Your description need not be lengthy and may be provided in either a separate narrative or, if appropriate, may be discussed in connection with related topics in the application.

Applicants may request funding for a multi-year award for up to 3 years. In order to be considered for a multi-year award, the applicant must explain why a multi-year project is needed and provide a detailed budget for each of the years of the proposed project. The Department will establish, at the time of the initial award, the funding levels for each year of the grant award. If you are selected for an award, the budgets for all years of the project will be reviewed at the same time. This means that future continuation awards will rely heavily on project performance reports, which will need to be submitted near the end of each budget period. You will be notified when the reports are due.

Please call Lynn Thomas at (202) 260-1541 if you have any questions about the program after reviewing the application package. We look forward to receiving your application and appreciate your efforts to meet the educational needs of Alaska Native children through this program.

INTRODUCTION

This is a complete application package for applicants seeking Fiscal Year (FY) 2003 funding under the Alaska Native Education program, authorized under Title VII, Part C of the No Child Left Behind Act of 2001.

We award competitive 3-year grants to support innovative projects that provide supplemental services that address the unique educational needs of Alaska Natives and support the development of supplemental educational programs to benefit Alaska Natives.

See the Notice Inviting Applications for New Awards under Appendix A for specific information regarding the priorities (pp. 14).

ELIGIBLE APPLICANTS

Alaska Native organizations, educational entities with experience in developing or operating Alaska Native programs or programs of instruction conducted in Alaska Native languages, cultural and community-based organizations with experience in developing or operating programs to benefit Alaska Natives, and consortia of organizations and entities described in this paragraph to carry out programs that meet the purposes of the program. A State educational agency or local educational agency may apply for an award only as part of a consortium involving an Alaska Native organization. The consortium may include other eligible applicants.

APPLICATION DEADLINE

The deadline for submitting an application is **August 6, 2003**. You should review the instructions on page -- of this application package for meeting this deadline.

NOTIFICATION OF INTENT TO APPLY FOR FUNDING

We will be able to develop a more efficient process for reviewing grant applications if we have an estimate of the number of entities that intend to apply for funding under this competition. Therefore, we strongly encourage each potential applicant to notify us by e-mail of its intent to submit an application for funding at the following address: ANP@ed.gov, by July 25, 2003. Please put "Notice of Intent" in the subject line. This notification of intent to apply is **optional** and should not include information regarding the proposed application. Eligible applicants that do not e-mail intent to apply may still submit an application by the application deadline.

GENERAL APPLICATION INSTRUCTIONS

APPLICATION FORMAT: Suggested Page Limit, Type Size and Margins

The Secretary strongly requests the applicant to limit the program narrative to no more than 25 pages and that each applicant that submits an application adhere to the following guidelines:

- The suggested page limit does not apply to the title page for (ED 424), the one-page abstract, the budget summary form and narrative budget justification, the resumes, or the assurances and certifications.
- Submit your application on 8 1/2" x 11" paper.
- Leave a 1-inch margin on all sides.
- Double space (no more than three lines per vertical inch) all text in the program narrative.
- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch).
- Include all critical information in the program narrative, eliminating the need for appendices.
- Place a page number at the bottom right of each page beginning with 1, and number your pages consecutively throughout your document.

Please provide one (1) original plus two (2) copies of the application.

APPLICATION ORDER:

It is recommended that your application be organized in the following manner and include the following parts.

- **PART 1: APPLICATION FOR FEDERAL ASSISTANCE (STANDARD FORM 424 (REV. 1/99))**

This part of your application consists of the standard application face page on which you provide basic identifying information about the applicant and the application. Specific instructions for completing this form are located on the back of the form.

Applicants should clearly indicate, in block #4 of this form, the CFDA number of the program (e.g., 84.356A). If this information is not provided, your application may be assigned and reviewed under a different program than the one you intended. In block #13 clearly indicate the priority you are addressing.

- **PART 2: TABLE OF CONTENTS**

The Table of Contents shows where and how the important sections of your proposal are organized.

- **PART 3: PROJECT ABSTRACT**

A 1-2 page concise description of the project objectives, activities, and the number

of Alaska Native to be served.

- **PART 4: PROOF OF ELIGIBILITY**

This part of your application requires a narrative containing information regarding your eligibility to apply for this program. Please provide a detailed statement of your experience in developing or operating Alaska Native programs or programs of instruction conducted in the Alaska Native languages.

- **PART 5: PROGRAM NARRATIVE**

The narrative responds to the program selection criteria found on page --. The narrative should be limited to no more than 25 single-sided, double-spaced pages printed in 12-point font or larger. The suggested page limitation does not include the title page, Application for Federal Assistance (ED 424), on-two page abstract, the budget summary for (ED 524) and the narrative budget justification, or the assurances and certifications.

- **PART 6: BUDGET FORM AND INFORMATION (ED FORM 524)**

This part of your application contains information about the Federal funding you are requesting. Remember that you must provide completed budget information for each of the years (1-3) of the proposed project. Specific instructions for completing the budget forms and information immediately follow the form. In addition, the following may be helpful in completing this section.

Name: Enter the Name of the applicant organization(s) or institution(s) in the blank space provided.

Personnel (line 1): Enter project personnel salaries and wages only. Include fees and expenses for consultants on line 6.

Fringe Benefits (line 2): The institution's normal fringe benefit contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wares are treated as part of the indirect cost.

Travel (line 3): Indicate the travel costs of employees and participants only. Include travel of such persons as consultants and trainees on line 6.

Equipment (line 4): Indicate the cost of tangible, non-expendable personal property that has a usefulness of greater than one year and acquisition costs that is the lesser of the capitalization level established by the applicant entity for financial statement purposes, or \$5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.

Supplies (line 5): Show all tangible personal property except that included on line 4.

Contractual (line 6): The contractual category should include all cost specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant travel costs, fees, and expenses in this category if the consultant's services are obtained through a written binding agreement or contract.

Construction (line 7): Not applicable.

Other (line 8): Indicate all direct costs not covered on lines 106. Examples are equipment or space rental, required fees, consultant fees, honoraria and travel (where a contract is not in place for services), stipends, training, and communication and printing costs.

Total Direct Costs (line 9): The sum of lines 1-8.

Indirect Costs (line 10): Indicate the applicant's approved, unrestricted, indirect cost rate, per sections 75.560 – 75.580 of EDGAR. If an applicant does not have an approved indirect cost rate agreement with a cognizant Federal agency, the applicant must apply to the Department for a temporary indirect cost rate if it wishes to charge indirect costs to the grant. For more information, go to the Department's website at: www.ed.gov/offices/OCFO/FIPAO/icgindex.html, or call the Indirect Cost group at (202) 708-8787.

Training Stipends (line 11): Not applicable.

Total Cost (line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + stipends). The sum for column one, labeled *Project Year 1 (a)*, should also be equal to item 13a on the application face sheet (ED Form 424)

***Be sure to complete the budget form for each year of the proposed project.**

- **PART 7: BUDGET NARRATIVE**

This part requires itemized budget breakdown by project year and the basis for estimating the costs of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs, and any other projected expenditures.

- **PART 8: INDIVIDUAL RESUMES FOR PROJECT DIRECTORS & KEY PERSONNEL**

Provide brief resumes or job descriptions that include relevant qualifications for contributions to the achievement of project goals and objectives.

- **PART 9: ASSURANCES AND CERTIFICATES**

Be certain to include all assurances and certifications, and sign each form in the appropriate place. The assurances and certifications included in the package are:

1. Assurances-Non-construction Programs
2. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
3. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction
4. Disclosure of Lobbying Activities (if applicable)
5. Survey on Ensuring Equal Opportunity for Applicants (if applicable)

NUMBER OF COPIES

All applicants are required to submit one signed original and two copies of the application. Each copy of the application must include a SF 424 form.

Remember – each application must be a self-contained document. The applicant should not be bound or enclosed in a folder. The preferred method is to clip or staple the application. All sections of the application and all appendices or attachments must be suitable for photocopying in order to be included in the materials given to the reviewers.

SELECTION CRITERIA

INSTRUCTIONS

The program narrative should follow the order of the selection criteria listed below. Describe in detail activities planned for each funding period. Each proposal will be reviewed by three peer reviewers outside ED. Reviewers will be asked to address each selection criterion identified below and to make an overall recommendation regarding each proposal. Reviewers will evaluate applications solely on the basis of the criteria identified below. The maximum score for all of these criteria is 105 points. The maximum score for each criterion is indicated in parentheses.

SELECTION CRITERIA:

The project narrative should include the following sections in this order. Applicants are strongly encouraged to limit the narrative to 25 pages:

(A) NEED FOR PROJECT. (5 points)

- (1) The Secretary considers the need for the proposed project.**
- (2) In determining the need for the proposed project, the Secretary considers one or more of the following factors:**
 - (i) The magnitude or severity of the problem to be addressed by the proposed project.**
 - (ii) The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.**
 - (iii) The extent to which the proposed project will provide services or otherwise address the needs of students at risk of educational failure.**
 - (iv) The extent to which the proposed project will prepare personnel for fields in which shortages have been demonstrated.**

(B) SIGNIFICANCE. (5 points)

- (1) The Secretary considers the significance of the proposed project.**
- (2) In determining the significance of the proposed project, the Secretary considers one or more of the following factors:**
 - (i) The significance of the problem or issue to be addressed by the proposed project.**
 - (ii) The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population.**

(C) QUALITY OF PROJECT DESIGN. (25 points)

- (1) The Secretary considers the quality of the design of the proposed project.**
- (2) In determining the quality of the design of the proposed project, the Secretary considers one or more of the following factors:**
 - (i) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.**
 - (ii) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.**
 - (iii) The extent to which the proposed project represents an exceptional approach for meeting statutory purposes and requirements.**

(D) QUALITY OF PROJECT SERVICES. (20 points)

- (1) The Secretary considers the quality of the services to be provided by the proposed project.**
- (2) In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.**
- (3) In addition, the Secretary considers one or more of the following factors:**
 - (i) The extent to which the services to be provided by the proposed project are appropriate to the need of the intended recipients or beneficiaries of those services.**
 - (ii) The likely impact of the services to be provided by the proposed project on the intended recipients of those services.**
 - (iii) The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practice among the recipients of those services.**

(E) QUALITY OF PROJECT PERSONNEL. (15 points)

- (1) The Secretary considers the quality of the personnel who will carry out the proposed project.**

(2) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

(3) In addition, the Secretary considers one or more of the following factors:

- (i) The qualifications, including relevant training experience, of the project director or principal investigator.
- (ii) The qualifications, including relevant training and experience, of key project personnel.
- (iii) The qualifications, including relevant training and experience, of project consultants or subcontractors.

(F) ADEQUACY OF RESOURCES. (5 points)

(1) The Secretary considers the adequacy of resources for the proposed project.

(2) In determining the adequacy of resources for the proposed project, the Secretary considers one or more of the following factors:

- (i) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization.
- (ii) The extent to which the budget is adequate to support the proposed project.
- (iii) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.

(G) QUALITY OF MANAGEMENT PLAN. (10 points)

(1) The Secretary considers the quality of the management plan for the proposed project.

(2) In determining the quality of the management plan for the proposed project, the Secretary considers the adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

(H) QUALITY OF PROJECT EVALUATION. (15 points)

(1) The Secretary considers the quality of the evaluation to be conducted of the proposed project.

(2) In determining the quality of the evaluation, the Secretary considers one or more of the following factors:

- (i) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
- (ii) The extent to which the methods of evaluation are appropriate to the context within which the project operates.
- (iii) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

PRIORITIES/BONUS POINTS:

- (I) **ALASKA NATIVE REGIONAL NONPROFIT ORGANIZATION OR CONSORTIUM THAT INCLUDES AT LEAST ONE ALASKA NATIVE REGIONAL NONPROFIT ORGANIZATION.** (5 points)

APPLICATION CHECKLIST

Does your application include the following?

_____ **Application Cover Page (SF 424)**

_____ **Table of Contents**

_____ **Project Abstract**

_____ **Proof of Eligibility**

_____ **Program Narrative responding to Selection Criteria**

_____ **Budget Form (ED Form 524)**

_____ **Budget Narrative**

_____ **Individual Resumes for Project Directors & Key Personnel**

_____ **Assurances and Certifications**

[] **Assurances - Non-construction Programs**

[] **Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.**

[] **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**

[] **Disclosure of Lobbying Activity (if applicable)**

[] **Survey on Ensuring Equal Opportunity for Applicants (if applicable)**

Did you ---

_____ **Provide one (1) signed original and two (2) copies of the application?**

_____ **Include all required forms with original signatures and dates?**

INSTRUCTIONS FOR TRANSMITTING APPLICATIONS

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Applications Sent by Mail

You must mail the original and two copies of the application on or before the deadline date to:

U.S. Department of Education
Application Control Center
Attention: CFDA 84.356A
Washington, DC 20202-4725

You must show one of the following as proof of mailing:

- (1) A legibly dated U. S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U. S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary.

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (3) A mail receipt that is not dated by the U.S. Postal Services.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Applications Delivered by Hand

You or your courier must hand deliver the original and 2 copies of the application by 4:30 p.m. (Washington, DC time) on or before the deadline date to:

U.S. Department of Education
Application Control Center
Attention: CFDA# 84.356A
7th and D Streets, SW
ROB-3, Room 3633
Washington, DC 20202-4725

The Application Control Center accepts application deliveries daily between 8:00 a.m. and 4:30 p.m. (Washington, DC time), except Saturdays, Sundays and Federal holidays. The Center accepts application deliveries through the D Street entrance only. A person delivering an application must show identification to enter the building.

SPECIAL NOTE:

Due to recent disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (e.g., a commercial carrier such as Federal Express or United Parcel Service; U.S. Postal Service Express Mail; or a courier service) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Applications Sent by Mail,” or follow the instructions for “Applications Delivered by Hand.”

APPENDIX A: NOTICES

Federal Register Notice

Notice to All Applicants – OMB Control No. 1890-0007

**Important Notice to Prospective Participants
in U.S. Department of Education
Grants and Contract Programs – ED Form 5348**

APPENDIX B: REQUIRED FORMS

<http://www.ed.gov/offices/OCFO/grants/appforms.html>

Application for Federal Education Assistance (ED 424)

Instructions for Form ED 424

Definitions for Form ED 424

Budget Information ED Form No. 524

Assurances – Non-Construction Programs – Standard Form 424B

**Certifications Regarding Lobbying; Debarment, Suspension and Other
Responsibility Matters; and Drug-Free Workplace Requirements
ED 80-0013**

**Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion – Lower Tier Covered Transactions
ED 80-0014**

Disclosure of Lobbying Activities

Survey on Ensuring Equal Opportunity for Applicants

APPENDIX C: PROGRAM STATUTE

<http://www.ed.gov/legislation/ESEA02/pg105.html>

